



SAN BERNARDINO COUNTY SHERIFF'S DEPARTMENT
COURT SERVICES DIVISION
INSTRUCTIONS-TEMPORARY RESTRAINING ORDER



Gary Penrod, Sheriff

☐ East and West Valley Region
157 W. 5th Street, 3rd Floor
San Bernardino, CA 92415
Bus No. (909) 387-5700
Fax No. (909) 387-5630

☐ Rancho Court Services
8303 Haven Avenue, 3rd Floor
Rancho Cucamonga, CA 91730
Bus. No. (909) 945-4440
Fax No. (909) 948-4577

☐ Desert and Mountain Region
14455 Civic Drive
Victorville, CA 92392
Bus No. (760) 243-8756
Fax No. (760) 243-8936

☐ Needles Court Services
1111 Bailey Avenue
Needles, CA 92363
Bus No. (760) 326-9225
Fax No. (760) 326-9239

Plaintiff/Petitioner Vs. Defendant/Respondent Case No. _____

BY AUTHORITY OF THE ACCOMPANYING CIVIL PROCESS, YOU ARE HEREBY INSTRUCTED TO PERFORM THE FOLLOWING:

SERVE (Name of Defendant):

If the defendant is a minor, please complete a separate instruction form for the legal guardian or parent.

ADDRESS _____ CITY _____ STATE _____ ZIP _____

HOME PHONE: _____ BUSINESS PHONE NO. OR OTHER CONTACT NO. _____

COMPANY NAME: _____ WORK HOURS _____

BUSINESS ADDRESS: _____ CITY _____ STATE _____ ZIP _____

BEST TIME/DAYS FOR SERVICE: _____

DESCRIPTION OF VEHICLE DEFENDANT DRIVES: MAKE _____ MODEL _____ LICENSE PLATE NO. _____ COLOR _____ YEAR _____

PHYSICAL DESCRIPTION OF PERSON TO BE SERVED: SEX: ☐ MALE ☐ FEMALE RACE _____ AGE _____ HAIR _____

DATE OF BIRTH _____ HEIGHT _____ WEIGHT _____ EYES _____ SCARS/MARKS/TATTOOS _____

Is the defendant at the address listed in the Move Out Order? ☐ Yes ☐ No Was the defendant present in Court? ☐ Yes ☐ No

Does the defendant have any violent history or negative attitude towards law enforcement? ☐ Yes ☐ No If yes, explain _____

Does the defendant have access to any weapons? ☐ Yes ☐ No

If yes, describe type and location of weapons? _____

Will there be any minor children present at the home location when the order will be served? If so, how many and what ages? _____

Are there any dogs on the premises? If so, how many and what breed? _____

If this is a Move Out Order, would you like the deputy to contact you prior to service attempt? ☐ Yes ☐ No

Do you know of any outstanding warrant against the defendant? ☐ Yes ☐ No

Specify any other instructions or information: _____

ATTORNEY OR PLAINTIFF'S/PETITIONER INFORMATION: (NO REFUNDS AFTER PROCESSING)

PRINT NAME

SIGNATURE OR

DATE

MAILING ADDRESS

CITY/STATE/ZIP

DAYTIME PHONE NUMBER /CELL PHONE NUMBER

TEMPORARY RESTRAINING ORDER - DOMESTIC VIOLENCE MANDATORY REQUIRED FORMS:

- ☐ DV-100 REQUEST FOR ORDER (DOMESTIC PREVENTION)
☐ DV-110 TEMPORARY RESTRAINING ORDER (CLETS) (DOMESTIC VIOLENCE PREVENTION)
☐ DV-120 ANSWER TO TEMPORARY RESTRAINING ORDER (DOMESTIC VIOLENCE PREVENTION)
☐ DV-125 REISSUE TEMPORARY RESTRAINING ORDER (DOMESTIC VIOLENCE PREVENTION)
☐ DV-290 REQUEST & ORDER FOR FREE SERVICE OF RESTRAINING ORDER (DOMESTIC VIOLENCE OR CIVIL HARASSMENT)
☐ DV-800 PROOF OF FIREARMS TURNED IN OR SOLD (DOMESTIC VIOLENCE PREVENTION)
☐ OTHER _____

CIVIL HARASSMENT MANDATORY REQUIRED FORMS:

- ☐ CH-100 REQUEST FOR ORDERS TO STOP HARASSMENT (CIVIL HARASSMENT)
☐ CH-101 REQUEST AND ORDER FOR FREE SERVICE OF RESTRAINING ORDER (DOMESTIC VIOLENCE OR CIVIL HARASSMENT)
☐ CH-110 ANSWER TO REQUEST FOR ORDERS TO STOP HARASSMENT (CIVIL HARASSMENT) – BLANK
☐ CH-120 NOTICE OF HEARING AND TEMPORARY RESTRAINING ORDER (CLETS) CIVIL HARASSMENT
☐ CH-125 REISSUE TEMPORARY RESTRAINING ORDER (CIVIL HARASSMENT)
☐ CH-145 PROOF OF FIREARMS TURNED IN OR SOLD (CIVIL HARASSMENT)
☐ OTHER _____

ELDERLY ABUSE HARASSMENT MANDATORY REQUIRED FORMS:

- ☐ EA-100 PETITION FOR PROTECTIVE ORDERS (ELDER OR DEPENDENT ADULT ABUSE)
☐ EA-110 RESPONSE TO PETITION FOR PROTECTIVE ORDERS (ELDER OR DEPENDENT ADULT ABUSE)
☐ EA-120 ORDER TO SHOW CAUSE AND TEMPORARY RESTRAINING ORDER (ELDER OR DEPENDENT ADULT ABUSE) (CLETS)
☐ EA-125 APPLICATION AND ORDER FOR REISSUANCE OF ORDER TO SHOW CAUSE (ELDER OR DEPENDENT ADULT ABUSE) (CLETS)
☐ EA-145 PROOF OF FIREARMS TURNED IN OR SOLD (CIVIL HARASSMENT)
☐ OTHER _____

PERMANENT RESTRAINING ORDER

- ☐ DV-130 RESTRAINING ORDER AFTER HEARING (CLETS - OAH)(ORDER OF PROTECTION) (DOMESTIC VIOLENCE PREVENTION)
☐ CH-140 RESTRAINING ORDER AFTER HEARING TO STOP HARASSMENT (CLETS) (CIVIL HARASSMENT)
☐ EA-130 RESTRAINING ORDER AFTER HEARING (ELDER OR DEPENDENT ADULT ABUSE) (CLETS)

IMPORTANT INFORMATION:**Required Service Address**

Sheriff's Court Services requires a residential and/or business address for service. These addresses must be within San Bernardino County. Our office does not conduct investigations to locate persons for service in civil process. ***Request for services to multiple addresses requires separate fees for each additional address.***

Service Hours

Generally, our service hours are from 6:00 am to 4:00 pm, Monday through Friday, excluding legal holidays.

Diligence in Service

Sheriff's Court Services will diligently attempt to serve every process. As a policy, the Sheriff's Department will generally attempt personal service at a proper place on three separate days and separate times to fully satisfy the requirements of reasonable diligence.

Proof of Service/Returns

A Proof of Service (successful) or an Attempt of Service (unsuccessful) will be mailed to the requesting party when service was made in accordance with the statutory provisions. The service document must be presented at the Court Hearing to comply with the court order. A successful Proof of Service is issued when personal service is affected. An Attempt of Service (unsuccessful) Proof of Service is issued after three attempts were made but unable to affect personal delivery.

Manner of Service

Restraining Orders or Injunctions must be **personally served**. When a defendant attempts to avoid service by not answering the door at the premises during the time of service or ignoring business cards and messages left at the location, service attempts shall be made in accordance with the requirements of reasonable diligence. Sheriff's Court Services does not have the authority to enter private buildings and dwellings without the owner's consent and does not perform "stake-outs" to effect execution of process.

FOR OFFICE USE ONLY

Reviewed By: _____ Date: _____

Forwarded to: _____